

EARDISLAND PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on
Thursday 9 September 2021 at 7.00 pm
in Eardisland Village Hall

Present: Cllrs Richard Kirby (Chair), Maryan Hanson (Vice Chair), Shelley Connop (part), Reg Curtis and Merry Albright.

In Attendance: Parish Clerk Alison Sutton.

1. **Apologies of absence** – Cllrs Elaine Harper and David Weir; Ward Cllr Roger Phillips.
2. **Declarations of interest** – Cllr Albright DECLARED an interest in item 5.5, Cllr Connop DECLARED an interest in item 5.6 – Cllrs did not take part in the items. Cllr Albright DECLARED an interest in item 6.2 and left the meeting.
3. **Minutes of the previous meetings** – 15 July and 2 August 2021. These were ADOPTED and signed.
4. **Public Forum** –
 - 4.1. West Mercia Police – Police contact details in Clerk’s Information Sheet (CIS) NOTED.
 - 4.2. Ward Councillor – Report in CIS NOTED.
 - 4.3. Local Residents – Tree felling on edge of Dump Lane, reported to Enforcement and Forestry Commission; tree now removed and field ploughed round mounds of soil; concern over future acts.
Parking on Green Elms – Clerk INSTRUCTED to add to next agenda.
5. **Financial Procedures** – The balance of the current account of £52,026.41 as at 4/9/2021 was NOTED. Balance includes: committed reserves of £2,500 for insurance flood excess, £9,000 for EVH development work, £3,000 for river work. RESOLVED to note External Audit Report. Actual payments, receipts and variance against budget REVIEWED and AGREED as in appendix attached when minutes adopted:
 - 5.1. Hitrees Ltd, Lengthsman and PROW work July and August, £600 (inc. £100 VAT) – Paid online 10/9/21 following delegation at meeting on 9/9/21.
 - 5.2. eUKhost Ltd, Annual SSL fee, £29.00 (inc. £4.83 VAT) – Paid online 10/9/21 following delegation at meeting on 9/9/21.
 - 5.3. Environmental Management Solutions Ltd, Asbestos Survey at EVH, £450 (inc. £75 VAT) – Paid online 10/9/21 following delegation at meeting on 9/9/21.
 - 5.4. PKF Littlejohn LLP, External Audit, £240 (inc. £40 VAT) – Paid online 10/9/21 following delegation at meeting on 9/9/21.
 - 5.5. Minnie Albright, Bus shelter cleaning, £15 – Paid online 10/9/21 following delegation at meeting on 9/9/21.
 - 5.6. Lily Connop, Bus shelter cleaning, £15 – Paid online 10/9/21 following delegation at meeting on 9/9/21.
 - 5.7. BM Lowe Trust, Car park rent 2021-22, £10 – Paid online 10/9/21 following delegation at meeting on 9/9/21.
 - 5.8. Alison Sutton, Salary, extra hours, refund items paid for PC, expenses, £1,803.68 – Paid online 10/9/21 following delegation at meeting on 9/9/21.
 - 5.9. HM Revenue & Customs, PAYE paid on behalf of Clerk, £385.00 – Paid online 10/9/21 following delegation at meeting on 9/9/21.
 - 5.10. Signature Signs and Print, July magazine, £129 – Paid online 22/7/21 following delegation in Financial Regulations and confirmation from 2 signatories.
 - 5.11. Eardisland Village Hall, Room hire May-June, £32 – Paid online 22/7/21 following delegation in Financial Regulations and confirmation from 2 signatories.
 - 5.12. Cadent Gas Ltd, Fee for quote to move meter at EVH, £428.40 (inc. £71.40 VAT) – Paid online 27/7/21 following delegation in Financial Regulations and confirmation from 2 signatories.

- 5.13. Cadent Gas Ltd, Fee for work to move meter, ££890.51 (inc. £148.42 VAT) – Paid online 3/8/21 following delegation at meeting on 2/8/21 and confirmation from 2 signatories.
- 5.14. The Community Heartbeat Trust (Solutions) Ltd, Emergency phone annual rental, £62.40 (inc. £10.40 VAT) – Paid online 9/8/21 following delegation in Financial Regulations and confirmation from 2 signatories.
- 5.15. Income from donations for EVH work, £3,220.

6. Planning Applications – To comment on applications to be determined by Herefordshire Council

- 6.1. P212455/J, Bridle Goose, HR6 9BU – Yew TPO405 reduction by 25% to reduce weight on canopy and continue to carry out a good practice of work for retaining a veteran tree within close proximity to the house. Multiple Beech Crown lift and reduce weight over garden side to allow more light on to garden below. Cypress- reduce by 30% to a natural line that is noticeable when viewed from garden to allow more light into garden – RESOLVED to support.
- 6.2. P213213/AM, Court House, HR6 9BW – Proposed non-material amendment to planning permission NW2000/3287/RM (New Dwelling and Garage) Changes to the appearance of the design: removal of a bay windows, Fenestration changes, front porch redesign repositioning of chimney, additional height to allow for flood risk and re-orientation of the house – No consultation, no comments being accepted – RESOLVED to support and request that, due to passage of time since approval, conditions are given for biodiversity and ecological features in line with Herefordshire's Climate Emergency.
- 6.3. NOTED P211112/F, Eardisland Village Hall – Proposed installation of concrete pad, ramp and storage shed – Approved with conditions.
- 6.4. NOTED P212888/K, Staick House – Yew tree to left of the front of the property to be removed to allow works to the property. Currently growing against the house and out into the highway. Unable to reduce the crown – Response under Minor Planning Matters Policy: Support to enable Staick House to be restored.
- 6.5. NOTED P212878/F, Pitch Farm, Dilwyn, HR4 8JH – Proposed creation of 3 detached 1-bed holiday lets with private entrance and driveway in existing cherry orchard – Response under Minor Planning Matters Policy: Comment although support for application, concern is raised about – loss of trees; external lighting on at all times even if dimmed; and installation of hot tubs appearing incongruous in rural setting and needing energy to heat them when Climate Emergency declaration has been made.
- 6.6. NOTED P212831/K, Toad Hall, HR6 9BE – Group of five Cypress (T1) – carefully fell in sections to as near ground level as possible. Elm (T2) – to carry out light remedial pruning to prevent further encroachment towards property and lightly trim clear of electricity cables, but retaining screening – Works can proceed.
- 6.7. NOTED P211725/F, The Hay Barn, Lynch Court – Erection of stabling of horses – Approved with conditions.

7. Parish Reports and Issues –

- 7.1. Lengthsman Scheme – Report in CIS NOTED. Clerk INSTRUCTED to: arrange Lengthsman to strim round verge markers on Leominster side and strim further back from village gates both sides.
- 7.2. Permissive path from Lyme Lane to Broome Lane – Update NOTED: 3 possible paths being considered; letter/email to landowners drafted, needs small amendments. Clerk INSTRUCTED to contact landowners, once names and suitable map provided.
- 7.3. Footpaths – Clerk INSTRUCTED to take down temporary notices now holiday season finished.
- 7.4. EVH Development Group and EVH work – Report NOTED. RESOLVED to: accept revised price for demolition and rebuild of kitchen and external repair work of £81,904.67 +VAT, which includes extra £2,255.67 in roofing costs to meet original correct plan in tender document. NOTED: shortfall in PC's liability for build currently almost £4k; extra cost awaited for electrics, as current fitting out plan in excess of original specification provided for tenders. Clerk INSTRUCTED to contact EVHMC and request either revert to original specification or fund shortfall expected to be around £2k.
- 7.5. Work on river – Report in CIS NOTED. RESOLVED to: commission filling in of steps, work to be done before 1 October. Clerk INSTRUCTED to contact Environment Agency (EA) and ask that

- key for padlock on weir be given to landowner. Arrangements for EA attendance at Community Meeting NOTED. Clerk INSTRUCTED to bring copies of Riparian Owners Guidelines.
- 7.6. Bus shelter and noticeboard maintenance – NOTED: board needs replacing and shelter needs cleaning and repainting. Offer for work to be undertaken by volunteers ACCEPTED.
 - 7.7. Trees – 75th anniversary and HM The Queen’s Green Canopy – AGREED to wait for further requests for trees, review at next meeting.
 - 7.8. Entrance to recreation ground – AGREED no action for now.
 - 7.9. Repainting of white lines – Clerk INSTRUCTED to report online for repainting.
 - 7.10. Strategic Housing response – Report in CIS NOTED. RESOLVED no action.
 - 7.11. A Vision for Rail and Bus response – Report in CIS NOTED. RESOLVED no action.
 - 7.12. S106 wish list items – AGREED list: moving speed limit, replacement bus shelter; traffic calming measures; flood resilience measures for village hall; biodiversity for public spaces; footpath enhancement within conservation area; pavement from Tadpole Bridge to Lynch Court; dropped kerbs to improve access; war memorial carpark maintenance. Clerk INSTRUCTED to add to next agenda for further consideration.
 - 7.13. Signage at end of Lyme Lane – Report in CIS NOTED. Clerk INSTRUCTED to report online.
 - 7.14. History and Heritage Group request for grant – Report in CIS NOTED. RESOLVED to: give grant of £200 to Group; undertake virement of £100 from Contingency to Grants.
 - 7.15. Victim Support – Request for donation NOTED. No action.
 - 7.16. Speedwatch – Report in CIS NOTED.
 - 7.17. Parish leaflets – Report in CIS NOTED. Clerk INSTRUCTED to approach advertisers in leaflet for further sponsorship for reprint.
 - 7.18. Fence between Staick House and village green to east of bridge – ACCEPTED landowner’s offer to replace fence.
8. **Policies – Expenses, Internal Audit, Disciplinary and Grievance, Equal Opportunities, Health and Safety, Sickness and Absence, Staff Appraisal Policies** – RESOLVED to adopt policies dated September 2021.
 9. **Financial Advisory Working Group** – Date for meeting AGREED.
 10. **Parish Council Summits 14 September, 6 December** – Representation AGREED, Cllr Albright on 14 September, Clerk and possibly Cllr Albright on 6 December.
 11. **Correspondence** – Correspondence in CIS NOTED.
 12. **Matters for next agenda or action under Clerk’s delegated powers**
Next agenda:
 - The Queen’s Platinum Jubilee Beacons
 - As above.
 Clerk’s Action:
 - Permission for parking on recreation ground for Craft Fair
 - Remind Enforcement re Hay Cottage
 - Contact landowner re dryer noise
 - As above.
 13. **Date of next meetings** – Parish Meeting with EA 16 September 2021 at 7 pm; next PC meeting 14 October at 7 pm in Eardisland Village Hall.

This meeting was declared closed at 8.57 pm.

SIGNED..........

Chair

DATE.....14/10/21.....

APPENDIX FOR 9 SEPTEMBER 2021

	Budget 2020-21 at 11.2.21	2020-21 Actual	Budget 2021- 22 as at 1.4.21	Virements	Budget 2021- 22 as at 15.7.21	2021-22 Actual	Variance 2021-22 budget to actual	% Variance 2021-22 budget to actual	Notes	Expected yr. end	Budget 2022-23
Receipts											
Precept	£25,408.00	£25,408.00	£27,854.00		£27,854.00	£13,927.00	-£13,927.00	50.0%	Part paid	£27,854.00	£27,854.00
Lengthsman and P3 from HC											
Parish magazine and other advertising donations	£400.00	£129.00	£400.00		£400.00	£385.00	-£15.00	96.3%	As donated	£400.00	£400.00
Bowling Club rent	£130.00	£130.00	£130.00		£130.00	£0.00	-£130.00	0.0%	As received	£130.00	£130.00
Wayleaves	£7.00	£7.26	£7.00		£7.00	£7.26	£0.26	103.7%	As received	£7.26	£7.00
Grants for Covid work	£400.00	£400.00									
Keep Connected Grant	£71.94	£71.94									
VAT reclaim		£2,093.78									
Drainage grant	£11,530.00	£11,530.00				£5,422.06			From 2020-21 + 2021-22		£21,452.00
Sundry											
From reserves for EVH heating	£3,272.00										
From reserves for NDP, climate work, Burial Ground	£3,430.00										
From reserves for river work			£3,000.00		£3,000.00					£3,000.00	
From reserves for EVH refurbishment			£15,000.00		£9,000.00					£9,000.00	
Public Works Loan			£50,000.00		£50,000.00	£0.00			As received	£50,000.00	
Awards for All grant and donations for EVH work			£16,000.00		£11,983.00	£14,270.00			As received	£14,270.00	
	£44,648.94	£39,769.98	£112,391.00		£102,374.00	£19,741.32	-£14,071.74	17.6%		£104,661.26	£49,843.00
Payments											
STAFF AND CLLR											
Salary & PAYE	£6,819.00	£6,553.05	£7,223.00		£7,223.00	£3,766.87	£3,456.13	52.2%	1 of 4 payments made	£7,223.00	£7,337.00
Clerk's expenses - mileage, parking, SLCC	£600.00	£269.52	£600.00		£600.00	£220.60	£379.40	36.8%	1 of 4 payments made	£600.00	£600.00
Training	£400.00	£0.00	£400.00		£400.00	£0.00	£400.00	0.0%	As booked	£400.00	£400.00
ADMINISTRATION AND MANAGEMENT											
Audit	£500.00	£299.00	£400.00		£400.00	£299.00	£101.00	74.8%	1 of 3 payments made	£398.00	£400.00
Insurance	£1,000.00	£934.18	£1,000.00	£17.00	£1,017.00	£1,016.25	£0.75	101.6%	As invoice received	£928.41	£1,000.00
Subscription - HALC, ICO, Community First, HTWN	£819.00	£818.16	£550.00		£550.00	£40.00	£510.00	7.3%	As invoice received	£550.00	£550.00
Car park	£10.00	£10.00	£10.00		£10.00	£10.00	£0.00	100.0%	As invoice received	£10.00	£10.00
Drainage rates	£9.00	£7.79	£8.00		£8.00	£7.38	£0.62	92.3%	As invoice received	£8.00	£8.00
Parish Expenses - postage, stationery, sundries	£700.00	£628.90	£600.00		£600.00	£65.98	£534.02	11.0%	4 of 12 mths paid	£600.00	£600.00
Election	£89.00	£88.87	£0.00		£0.00	£0.00	£0.00			£0.00	£0.00
Room hire for PC meetings	£250.00	£72.00	£200.00		£200.00	£32.00	£168.00	16.0%	4 of 12 mths paid	£200.00	£200.00
Website and communication	£479.94	£479.18	£400.00		£400.00	£264.90	£135.10	66.2%	4 of 12 mths paid	£400.00	£400.00
GDPR and accessibility	£100.00	£72.00				£0.00	£0.00				
EFRP	£1,900.00	£1,717.54	£500.00		£500.00	£0.00	£500.00	0.0%	As invoice received	£500.00	£500.00
MAINTENANCE											
Lengthsman and P3	£3,224.00	£2,965.00	£3,400.00		£3,400.00	£1,390.00	£2,010.00	40.9%	4 of 12 payments made	£3,400.00	£3,400.00
Work on river & millstream		£0.00	£6,454.00		£6,454.00	£0.00	£6,454.00	0.0%	As invoice received	£6,454.00	£3,000.00
Drainage grant work	£11,530.00	£11,530.00				£0.00	£0.00				
Maintenance - mowing, SIDs, bus shelter, other	£4,500.00	£4,406.12	£4,000.00		£4,000.00	£241.00	£3,759.00	6.0%	As invoice received	£4,000.00	£4,000.00
Play area	£500.00	£142.00	£500.00		£500.00	£458.75	£41.25	91.8%	As invoice received	£500.00	£500.00
Village hall refurbishment and repair	£7,472.00	£7,472.02	£81,000.00		£70,983.00	£2,508.49	£68,474.51	3.1%	As invoice received	£70,983.00	£500.00
GRANTS											
Grants/donations	£1,147.00	£1,146.87	£100.00		£100.00	£0.00	£100.00	0.0%	As requested	£100.00	£100.00
Parish magazine	£1,200.00	£525.60	£1,100.00		£1,100.00	£262.00	£838.00	23.8%	As invoice received	£940.00	£940.00
Burial ground mowing	£1,000.00	£1,000.00	£1,000.00		£1,000.00	£1,000.00	£0.00	100.0%	As requested	£1,000.00	£1,000.00
Covid work	£400.00	£172.00				£0.00	£0.00				
VAT AND CONTINGENCY											
VAT		£5,422.06				£781.74	-£781.74		As paid	£17,250.80	
Contingency	£0.00	£0.00	£500.00	£17.00	£483.00	£0.00	£483.00	0.0%			£500.00
LOAN REPAYMENT											
			£2,446.00		£2,446.00			0.0%	As required	£2,446.00	£2,446.00
	£44,648.94	£46,721.86	£112,391.00		£102,374.00	£12,364.96	£87,563.04	11.0%		£118,891.21	£28,391.00

Payments and receipts for current meeting included

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Bank reconciliation

	£	
Balance per bank statement at 4 September 2021	£52,026.41	
Includes:		
Committed reserves for insurance flood excess £2,500 - all years		<u>£52,026.41</u>
Committed reserves for EVH development work £9,000 - for 2021-22		
Committed reserves for river work £3,000 - for 2021-22		
Uncommitted reserves for VAT payment at 4 September 2021 - £12,332		
Less: unpresented payments at 4 September 2021		
C/N		
C/N		£0.00
Net balances as at 4 September 2021		<u>£52,026.41</u>
Cash book		
Opening balance at 1 April 2021	£26,832.37	
Add: receipts in the year	£34,011.32	
Less: payments in the year	-£8,817.28	
Closing balance per cash book as 4 September 2021		<u>£52,026.41</u>

SALARY ANALYSIS gross figures

	Budget	Current month	Running total
Contracted hrs, spinal point 12	£6,157.00		
at £11.53£/hr for 10hrs/wk		£1,498.90	£2,997.80
Extra hours	£1,066.00		
at £11.53/hr		£426.61	£570.73
Employer's PAYE			£198.34
TOTAL COST ALL HRS	£7,223.00		£3,766.87